



CORPORATE TRAINING AND CONTINUING EDUCATION SPRING 2011

Training for Existing Business and Industry

SHELTON STATE

COMMUNITY COLLEGE

CORPORATE TRAINING AND CONTINUING EDUCATION

FOR NEW CLASSES OR POSSIBLE CHANGES, PLEASE CALL 205.391.2386 OR VISIT OUR WEB SITE, www.sheltonstate.edu. and click on the menu for Community/Corporate Education

CORPORATE CUSTOMIZED TRAINING

Corporate Training offers group rates on the training programs listed in the current schedule. In addition, CUSTOMIZED TRAINING may be designed to meet specific company or organizational needs. Customized training is available upon request when and where needed and is tailored to meet specific company needs. Corporate Training works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace. Current customized training programs include the following:

- AC/DC Fundamentals
- Computer Applications
- Customer Service
- Forklift Safety
- Industrial Environmental Controls
- Industrial Hydraulics and Pneumatics
- Industrial Maintenance Technology
- Industrial Motors
- Industrial Pumps and Piping Systems
- Industrial Safety and Maintenance
- Industrial Wiring
- Leadership & Supervision
- Precision Machining
- Precision Measurements & Technical Drawing
- Preventive Maintenance
- Programmable Logic Controllers
- Statistical Process Control
- Welding
- Workplace Spanish

CONTINUING EDUCATION SKILLS TRAINING & PROFESSIONAL DEVELOPMENT

Skills Training classes are job specific and job preparatory with most courses lasting three months or less. Certificates are awarded at the completion of courses that include training in computers, Microsoft applications, and truck driving. Many of the classes do not require a high school diploma or a GED. Professional Development programs offer Continuing Education units (CEU) upon successful completion of a course. For every 10 hours of participation, a student receives one CEU. The units are recorded on the college transcript, and a certificate is provided at the conclusion of each course in which CEUs are earned.

CAREERS

INTRODUCTION TO ArcGIS

The geospatial job sector goes above Google Earth and GPS navigation systems into a high growth, high demand skill set applicable to any industry imaginable. Whether interested in business, education, defense, engineering, government, safety, natural resources, utilities or beyond, study the basic design of a Geographic Information System and learn to collect, analyze, and display geospatial data. Enroll in Introduction to ArcGIS and gain

classroom-to-career skills that public and private businesses use to conserve resources, increase productivity, manage assets, and analyze data for decision making. No prior GIS experience is necessary but knowledge of Microsoft Windows is required. For more information, contact 205.391.2434.
Date and Time: TBA

TRUCK DRIVER TRAINING

This is an eight-week program offered through Continuing Education. Upon successful completion of the program's course and passing the DOT written examination, the student will receive an operator's license and a certificate of completion from Shelton State Community College. For more information contact, 205.391.2386. WIA and VA approved

M-F	7:30 a.m.-3:30 p.m.	
Jan. 10-Mar. 4	\$1,500	TBI 225-01
Mar. 7-May 6	\$1,500	TBI 225-02

SPECIAL EVENTS PLANNING 101

Looking for a great new career coordinating special events? This course is designed to provide an overview of the event planning process and insight to the event planning industry. You will learn how special events play an important part of an organization's promotion package, and you will develop the skills, tools, resources, and techniques necessary to create a successful event. Learn proven techniques from a master event planner. Class will not be held on Mar. 14. Text: *The Complete Guide to Successful Event Planning* by Shannon Kilkenny. For more information contact, 250.391.2386.

M	6-8:00 p.m.	
12 sessions	2.4 CEU	
Feb. 7-May 2	\$200	TBI 105-50

REAL ESTATE PRINCIPLES

This is an introductory real estate course prepares participants to take the Alabama Real Estate test to become a licensed realtor. The course will provide the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance,

real estate law, and the mechanics of listing and closing the sale. Text: *Modern Real Estate Practice*, Edition 18 by Galaty, Allway & Kyle and *The State of Alabama, Real Estate Commission License Law*, Revised 2009. Class will not be held Jan. 17 and Mar. 14. For more information, contact 205.391.2386.

M	6-9:45 p.m.	Martin 2154
20 sessions	6 CEU	
Jan. 10-May 9	\$360	TBI 104-50

ENTREPRENEURSHIP

Build your own business and be your own boss. The Entrepreneurship Program brings together a variety of resources to enable the entrepreneur to acquire the practical skills they need to build their own business. Class will not be held Mar. 15. For more information, contact 205.391.2386. WIA APPROVED

T	6-9:00 p.m.	
8 sessions	2.4 CEU	TBI 125-50
Mar. 1-Apr. 26	\$349 excluding textbook	

PHARMACY TECHNICIAN PROGRAM

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. To ensure a seat in the class and to receive adequate supplies, please register and pay by Tuesday, February 22, 2011. Class will not be held Mar. 15-17. For more information, contact **mfalls@sheltonstate.edu** or 205.391.2434. WIA Approved.

T/Th	6-9:30 p.m.	Martin 2414
Mar. 8-Apr. 26	\$999	50 hours

PHLEBOTOMY TECHNICIAN PROGRAM

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy, and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. To ensure a seat in the class and to receive adequate supplies, please register and pay by Tuesday, February 22, 2011. Class will not be held Mar. 15-17. For more information, contact **mfalls@sheltonstate.edu** or 205.391.2434. There is no outside externship rotation included with this program. WIA Approved.

T/Th	6-9:30 p.m.	Martin 2909
Mar. 8-June 7	\$1599	90 hours

MEDICAL BILLING AND CODING PROGRAM

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, to file claims (using the CPT and ICD-9 manual), to complete common insurance forms, to trace delinquent claims, to appeal denied claims, and to use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management); specialty fields (such as surgery, radiology and laboratory); ICD-9 (Introduction and Guidelines); and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (six months to two years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other

National Certification Exams. To ensure a seat in the class and to receive adequate supplies, please register and pay by Monday, February 21, 2011. For more information, contact **mfalls@sheltonstate.edu** or 205.391.2434. WIA Approved.

M/W	6-9:30 p.m.	Martin 2414
Mar. 7-May 25	\$1799	80 hours

DENTAL ASSISTING PROGRAM

The 60-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions, dental assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics related to dental assisting: administrative aspects include the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies, and guidelines. Clinical aspects include introduction to oral anatomy, dental operatory, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, and sterilization. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal dental hygienist program. There is no state or national certification objective with this course. To ensure a seat in the class and to receive adequate supplies, please register and pay by Monday, February 21, 2011. Class will not be held Mar. 14-16. For more information, contact **mfalls@sheltonstate.edu** or 205.391.2434. WIA Approved.

M/W	6-9:30 p.m.	Martin 2912
Mar. 7-May 2	\$1199	60 hours

OFFICE SYSTEMS TECHNOLOGY

This course is intended to provide an in-depth introduction to Office 2007. Some knowledge of Windows XP is helpful (keyboarding or typing), and no mathematics beyond the high school

freshman level is required. The objectives of this course are to teach the fundamentals of Microsoft Office 2007 which includes Word, Excel, Access, PowerPoint, Outlook, and QuickBooks; expose students to practical examples of the computer as a useful tool by using a project-oriented approach that allows learning by doing; and acquaint students with the proper procedures to create documents, spread sheets, databases, and presentations suitable for coursework, professional purposes, and personal use. Text: *Microsoft Office 2007: Introductory Concepts and Techniques*, Windows XP Edition Class will not be held on Mar. 15-17. For more information, contact 205.391.2386. WIA APPROVED

Jan. 18-May 3	15 weeks	15 CEU
T/W/Th	6-9:20 p.m.	TBI 212-50
Fredd 118	\$1400	

CONSTRUCTION & INDUSTRIAL SKILLS

ICC PLUMBING CODE COURSE FOR THE JOURNEYMAN & MASTER EXAM

Alabama has a growing need for Journeyman Plumbers. The ICC Plumbing Code course is 24 hours of classroom instruction, taught by an experienced master plumber, to prepare for the Journeyman or Master Plumber exam. The course covers the information in the *2003 Plumbing Code* book, including how to use tables and how to properly install a plumbing system per code. For more information, contact 205.391.2434.

T/Th	6-8:00 p.m.
12 sessions	
Date: TBA	\$150 (excluding book)

PRINCIPLES OF LEAN MANUFACTURING

This comprehensive course in lean manufacturing includes such topics as lean definition, history of lean manufacturing, Kaizen, value-added versus non-valued-added, 5S workplace organization, just-in-time, and lean office.

T/Th	Apr. 5, 7, 12, 14, 19, 21	6-9:00 p.m.
18 contact hours		\$299

STATISTICAL PROCESS CONTROL

This course examines the principles of SPC with a view toward product improvement and reducing waste in the organization. The course will cover the history of SPC and its major contributors and will provide a statistical foundation of the underlying principles of SPC including measures of central tendency, measures of variation, and the normal distribution. Work with control charts will be emphasized in understanding the manufacturing process, the causes of variation, and elimination of special cause variation. Work with control charts will include methods for detecting out of control processes. The application of these topics in solving problems encountered in personal and professional settings is also discussed.

(2 different classes)
T Mar. 8 8:00 a.m.-noon
T Mar. 15 1-5:00 p.m. \$149

COMPUTER TECHNOLOGY

MICROSOFT OFFICE SPECIALIST CERTIFICATION TESTING

Microsoft® Office Specialist is the premier certification program for demonstrating desktop productivity skills in Microsoft Office business programs such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, Microsoft Outlook®, Microsoft Access, and Microsoft Project.



The Microsoft Office Specialist certification program empowers professionals with the skills they need in today's most commonly used desktop programs while providing employers with verified proof of employee knowledge and capabilities. Proctoring fees are \$40 per exam. For more information, contact 205.391.2386.

INTRO TO MICROSOFT EXCEL 2007

Prerequisites: Basic Computer and Windows
Learn about Excel's menu selection, cursor movement, data types, cell addressing, and

help options to build a simple spreadsheet. Edit data, formulas, functions, formatting, Web queries. Learn the use of the handy AutoFormat feature to format data. Linking a worksheet to a word document is also included. To insure a seat in the class, please register one week prior to the start date. Text: *Microsoft Office Excel 2007*; *Comprehensive Techniques* by Shelly, Cashman, & Quasney

Th	6-9:15 p.m.	Martin 1353
6 sessions	1.8 CEU	
Feb. 3-Mar. 10	\$165	TBI 203-50

ADVANCED MICROSOFT EXCEL 2007

Prerequisites: Basic Computer, Windows, and Introductory Excel 2007

This course will pick up where the introduction to Excel 2007 leaves off by teaching the quick access toolbar, data forms, drop down lists, add your own error messages, Excel 2007 and web integration, hyperlinks, object linking and embedding, reference other worksheets, and insert drawing objects. To ensure a seat in the class, please register one week prior to the start date. Text: *Microsoft Office Excel 2007: Comprehensive Techniques* by Shelly, Cashman, and Quasney.

Th	6-9:15 p.m.	Martin 1353
6 sessions	1.8 CEU	
Mar. 24-Apr. 28	\$165	TBI 203-51

INTRO TO MICROSOFT OFFICE WORD 2007

Prerequisites: Keyboarding and Windows
Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; fonts, character, and paragraph settings; move/copy; search/replace; spell; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers and footers; page numbering; document views; selecting text; scroll bars; pagination; and shortcut keys. To ensure a seat in the class, please register one week prior to the start date. Text: *Microsoft Office Word 2007: Comprehensive Concepts and Techniques* by Shelly, Chasman, and Vermaat. For more information, contact 205.391.2386.

W	6-9:00 p.m.	Martin 1353
6 sessions	1.8 CEU	
Feb. 2-Mar. 9	\$165	TBI 202-50

ADVANCED MICROSOFT WORD 2007

Prerequisites: Keyboarding, Windows, and Introductory Microsoft Word 2007
Learn about adding bullets to SmartArt graphics, advanced headers and footers, advanced mail merge, converting footnotes and endnotes, and creating a TOC using fields. Merging comments from multiple reviewers, missing headers and footers, tracking change basics, tracking changes beyond the basics, and using multiple TOCs in a document will also be included. To ensure a seat in the class, please register one week prior to the start date. Text: *Microsoft Office Word 2007: Comprehensive Concepts and Techniques* by Shelly, Cashman, and Vermaat.

W	6-9:15 p.m.	Martin 1353
6 sessions	1.8 CEU	
Mar. 23-Apr. 27	\$165	TBI 202-51

INTRO TO QUICKBOOKS PRO 2009

Prerequisites: Basic Computer and Windows
This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing accounts; creating company lists for jobs, employees, and vendors; customizing fields; establishing product inventory records, as well as ordering, receiving, and paying for inventory; tracking and paying sales tax; doing payroll with QuickBooks; and time tracking and job costing. To insure a seat in the class, please register one week prior to the start date. Text: *QuickBooks 2009 Student Guide* by A.L. Craig.

T	6-8:00 p.m.	Martin 1353
6 sessions	1.2 CEU	
Mar. 22-Apr. 26	\$165	TBI 200-50

EMPLOYEE & PROFESSIONAL DEVELOPMENT

WORKKEYS® FOR PARAPROFESSIONALS

Must register by noon Tuesday before the test. Contact 205.391.2434.
Wed. 9:00 a.m.-noon \$50 Martin 1353

Dates: Jan. 5, Feb. 2, Mar. 2, Apr. 6, May 4

WORKKEYS® FOR THE CAREER READINESS CERTIFICATE

Must register by noon the Tuesday before the test. Alabama's Career Readiness Certificate serves as a common language between employers, job seekers, and educators. It is a portable skills credential assuring employers that a job applicant has the basic skills the employer seeks. The Career Readiness Certificate (CRC) is an assessment-based credential based on ACT's WorkKeys® that gives employers and career seekers a uniform measure of key workplace skills. For more information, please visit careerreadyalabama.com. To register for the CRC WorkKeys® assessment, call 205.391.2434.

W 9:00 a.m.-noon Martin 1353

Dates: Jan. 5, Feb. 2, Mar. 2, Apr. 6, May 4

WORKKEYS® FOR GRADUATING TECHNICAL STUDENTS

Registration must be submitted by noon prior to the test date. See instructor or contact Margie Falls, 205.391.2434, for registration form.

Mon., Apr. 18, 9:00 a.m.-noon

Tues., Apr. 19, 9:00 a.m.-noon

Tues. Apr. 19, 4-7:00 p.m.

Wed. Apr. 20, 4-7:00 p.m.



ACT JOB PROFILES

ACT's WorkKeys® job profiling system is a job analysis system helping businesses identify the skills and skill levels employees must have to perform particular jobs effectively. It also gives individuals a clear picture of the skills levels they need to qualify for and be successful in the jobs they want. When used with assessments, instruction, and reporting, job profiling allows students and workers to make decisions about appropriate jobs and to identify areas they need to strengthen in pursuing their educational and career goals.

WorkKeys job profiling is conducted by job analysts trained and authorized by WorkKeys industrial/organizational psychologists. The profiling procedure is designed to systematically develop accurate profiles through a task

analysis that is used to select the task most critical to a job, a skill analysis that is used to identify the skills and skills levels required at entry level and for effective performance on that job, and skill ranking, which determines which WorkKeys skills are most critical to the job.

INTRO TO BUSINESS COMMUNICATION

This course provides the foundation for improving your written communication skills for the workplace. Topics include basic writing skills, proper grammar, punctuation, and tips for effective communication.

F 8:00 a.m.-noon

16 contact hours \$249

Dates: Mar. 25, Apr. 1, 8, 15

SUPERVISOR LEADERSHIP TRAINING

Supervisory Leadership Development, A Skills Based Training Program, is a 30-hour training program specifically designed to address leadership issues in business and industry. The program consists of five training modules delivered in six sessions. Topics Include the following:

- Effective Communication
- Conflict Resolution
- Teamwork
- Coaching Skills
- Personal Effectiveness Skills
- Transitional to First Line Supervisor

The training modules are designed to be stand-alone units and can be customized to address specific leadership issues within business and industry. Training is on-demand and can be conducted at your facility on any shift.

Dates: Offered Upon Request

SERVSAFE® FOOD SAFETY TRAINING

Food safety in a foodservice establishment is non-negotiable. Each year an estimated six to twelve million Americans contract food borne illnesses as a result of contamination by microorganisms. These illnesses are preventable. Proper training is the key to preparing food in a safe environment. The ServSafe® program is the premier food safety training offered by the National Restaurant Association Educational Foundation (NRAEF).

The program, designed for the food-service professional, provides accurate, up-to-date information on all aspects of handling food, from receiving and storing to preparing and serving. The classes (eight hours total) review material presented in the textbook and conclude with the certification exam. Textbooks may be picked up once payment is made or may be picked up at the first class.

The \$160 cost for the course includes the training, textbook, and certification examination from the NRAEF. A ServSafe® certificate from the NRAEF will be awarded to individuals who complete the course and receive a passing grade on the exam.

ServSafe® is a registered trademark of the National Restaurant Association Educational Foundation. The National Restaurant Association Educational Foundation (NRAEF) is a not-for-profit organization dedicated to fulfilling the educational mission of the National Restaurant Association. Focusing on three key strategies of risk management, recruitment, and retention, the NRAEF is the premier provider of educational resources, materials, and programs which address attracting, developing, and retaining the industry's workforce.

Instructors are registered ServSafe® instructors with the National Restaurant Association Educational Foundation. Contact 205.391.2434 for current dates and times.
\$160 Tuition includes textbook

SAFETY

OSHA 10 HOUR GENERAL INDUSTRY TRAINING PROGRAM

This course is designed to provide students an understanding of the 29 CFR part 1910, General Industry Standards. This training is recommended for employees, foremen, supervisors, and anyone involved in general industry operations. Upon successful

completion of the course, participants will receive OSHA certification through the Department of Labor.

- Topics Covered:
- Introduction to OSHA
 - Walking and Working Surfaces
 - Means of Egress and Fire Protection
 - Electrical
 - Flammable and Combustible Liquids
 - Personal Protection Equipment
 - Hazard Communication
- F 7:30 a.m.-2:00 p.m.
Martin 1306-1307 Cost: \$200

OSHA 30 HOUR GENERAL INDUSTRY TRAINING PROGRAM

This course is designed to provide students an understanding of the 29 CFR part 1910, General Industry Standards. This training is designed for employees, foremen, supervisors, and anyone involved in general industry operations. Upon successful completion of the course, participants will receive OSHA certification through the Department of Labor.
Pre-requisite: OSHA 10 Hour General Industry Training Program

- Topics covered include the following:
- Introduction to OSHA, OSH Act, Inspections, Citations, and Penalties
 - Walking and Working Surfaces
 - Means of Egress and Fire Protection
 - Electrical
 - Flammable and Combustible Liquids
 - Fire Prevention & Protection
 - Personal Protective Equipment
 - Material Handling
 - Hazard Communication
- F 7:30 a.m.-2:00 p.m.
Martin 1306-1307 Cost: \$495

LANGUAGES

SPANISH IN THE WORKPLACE

- Healthcare
- Construction
- Bankers

Think about your future. THINK SHELTON.

- Police Officers
- Teachers

The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers, and teachers, customized and job specific Spanish training is available. Each course promotes natural language acquisition through the use of non-traditional training techniques including music, role-playing, and games. No prior knowledge of Spanish is required. For more information, contact 205.391.2386.

Date: TBA 6-8:00 p.m.
 8 sessions 1.6 CEU
 Cost: \$165 TBI 148-50

E-LEARNING

Ed2Go ONLINE CAREER TRAINING PROGRAM

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

PROGRAMS ARE AVAILABLE IN THE FOLLOWING AREAS:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

FEATURES:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

COURSE OFFERINGS INCLUDE:

Pharmacy Technician
 Medical Coding and Billing
 Administrative Medical Specialist with Medical Billing and Coding
 Medical Transcription
 Six Sigma Black Belt
 Project Management
 AutoCAD 2009
 Freight Broker/Agent Training
 Veterinary Assistant
 Paralegal

www.sheltonstate.edu

Online Courses for Teaching Professionals

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> Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. **You can complete any course entirely from your home or office. Any time of the day or night.**

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- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

**New course sessions
begin monthly.
Please visit our Online
Instruction Center to see
exact start dates for the
courses that interest you.**

Enroll Now!

205.391.2386

Courses as Low as:

\$99

Shelton State Community College

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

MORE COURSES AVAILABLE

AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/shelton

REQUIREMENTS FOR REGISTRATION

A high school diploma or the equivalent is required for participation in some courses.

PAYMENT INFORMATION

Payment may be made by check, cash, or credit card through the Cashiers' Office on the Martin Campus. For your convenience, credit card payments may be made by phone by calling the Cashiers' Office at 205.391.5831. Checks or money orders should be made payable to SSCC.

REGISTRATION OPTIONS

- 1) Fax a completed registration form or purchase order number with billing information to 205.391.5868.
- 2) Call 205.391.2386.
- 3) Mail the completed registration form to Shelton State Community College, Box 270, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- 4) Bring the completed registration form to the office of Corporate Training, Martin Campus, Room 1366. Office hours are Monday-Thursday, 7:30 a.m.-6:00 p.m., and Friday, 8:00 a.m.-noon.

Payment should be made through the Cashiers' Office. For more information visit the Shelton State Community College Web site, www.sheltonstate.edu, and click on the menu for Community/Corporate Education.

CONFIRMATION:

A written confirmation will be mailed prior to the first class meeting unless time does not allow. Information will include the date, time, location of the course, and a map.

CANCELLATIONS AND REFUNDS:

Non-Credit Refund Policy

To withdraw from a class, a student must contact Corporate Training/Continuing Education at 205.391.2386. In order to receive a 100 percent refund, students must withdraw before the first day of class. A 100 percent refund will be given to those students who withdraw before the deadline minus a five percent administrative processing fee. Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

DATES OF SCHOOL CLOSING:

Classes will be held as scheduled January 10 through May 9. Shelton State Community College will not be open for classes on January 17 and March 14-18.

CONTINUING EDUCATION UNITS:

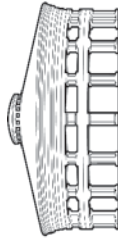
Continuing Education Units (CEUs) are a nationally recognized method for denoting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each 10 contact hours of class participation. To qualify for the CEU, an individual must attend at least 90 percent of the course and display an understanding of the course content.

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

CORPORATE TRAINING AND CONTINUING EDUCATION FALL 2010

Non-Profit Org.
U.S. Postage
PAID
Tuscaloosa AL
Permit No. 293



SHELTON STATE
COMMUNITY COLLEGE

9500 Old Greensboro Road
Tuscaloosa AL 35405

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